

# 1

## How to: Fill out the Contractor Key Request Form



Primary Building Coordinator must fill in the top portion of the form for our records  
This information is required so we can cross-reference the validity of the individual

**CONTRACTOR KEY REQUEST FORM**  
North Carolina Department of Administration  
Division of Facility Management-Security Systems  
919-733-1800

### 1. COMPLETE THIS PORTION FOR ORDERING PURPOSES

BUILDING COORDINATOR:	Click or tap here to enter name	REQUEST DATE	Click or tap to enter a date.
DEPARTMENT – DIVISION:	Click or tap here to enter name	BUILDING NAME	Click or tap here to enter name
MSC# and Zip Only:	Click here to enter address	TELEPHONE #	Click here to enter number
REQUESTOR	Click or tap here to enter name	BUILDING NAME	Click or tap here to enter name
COMPANY	Click or tap here to enter name	ADDRESS	Click here to enter address

### 2. COMPLETE THIS PORTION FOR REIMBURSEMENT PURPOSES

REIMBURSEE NAME	Click here to enter name	TITLE	Click or tap here to enter title
KEY DEPOSIT ADDRESS:	Click here to enter address	TELEPHONE #	Click here to enter number

### 3. KEYS FOR TEMPORARY ACCESS TO STATE PREMISES FOR AUTHORIZED CONTRACTORS WILL SUBJECT SAID CONTRACTORS TO FOLLOW AND ACCEPT THESE GUIDELINES BEFORE KEYS CAN BE DISTRIBUTED



- a) FMD Security Systems is the only authorized agency to duplicate keys for State Government Facilities
- b) The Building Coordinator shall process the electronic form by utilizing the AIM\Ready Web Portal
- c) Only (1) individual shall be listed as the keyholder per form
- d) A \$100.00 deposit is required for EACH Key
- e) Only checks are approved means of payment (Credit Cards are not acceptable means of payment)
- f) Payments are to be made for each person keys are assigned to (1 check per keyholder i.e. user)
- g) All checks will be deposited within 7 days of receipt in following with Fiscal management guidelines
- h) The Requesting Party is RESPONSIBLE for CONTROL and USE of each key
- i) In the event of the termination of the person to use key, the key shall be returned to Security Systems
- j) If key is changing hands Security Systems MUST be notified to re-assign the key to the new personnel
- k) When keys are returned to Security Systems the reimbursement forms will be processed within 7 days, then the DOA Fiscal Management Division will return deposits to the address listed in the reimbursement section 2

KEY CODE	ROOM # or DESCRIPTION	KEY HOLDER NAME	DL LAST 4 OR NC STATE ID #	SECURITY SYSTEMS USE ONLY
Enter code	Enter number	Click to enter text.	Enter number	
Enter code	Enter number	Click to enter text.	Enter number	
Enter code	Enter number	Click to enter text.	Enter number	

I hereby understand and agree to abide by these terms and conditions

KEY PICKED UP BY: \_\_\_\_\_

KEY ISSUE DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECEIVE DATE: \_\_\_\_\_

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WORK ORDER NUMBER		COMPLETION DATE	
MAN HOURS		COMPLETED BY	

# 2

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- General rules and guidelines for Contractors and Sub-Contractors

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Fill all applicable form blocks for key request.

The application will not be processed unless these blocks are filled out correctly.

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Key holder will print, sign and date when they pick-up key(s).

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It is the Building Coordinators responsibility to input the Contractor reimbursement information. The DOA Fiscal Dept. will then *forward the deposit* to the address provided by the Building Coordinator.

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## Addendum:

- Accepted forms of deposit are:
  - Personal Check
  - Company Check
  - Cashier's Check
- The form and photo copied information, i.e. Personal Checks, Company Checks, Cashier's Checks, Driver's license, or State ID's, etc. will be kept on file until the keys are returned for deposit.
- Once keys have been returned Security Systems will send the reimbursement form to the DOA Fiscal department for processing.
  - **The reimbursement check will be sent to the address supplied by the Building Coordinator. (Form Section 2.) Fig. 5**
- After the reimbursement process is complete Security Systems will retain all records for (7) years per State requirements.

## Any questions or inquiries can be forwarded to:

- Security Systems Office  
120 West Lane Street  
Raleigh, NC 27603  
919-733-1800 x203  
[Security.systems@doa.nc.gov](mailto:Security.systems@doa.nc.gov)